

Admissions Finalization

PATH: CAL Components > Admissions > External Education

Finalization is OUA's verification process to confirm incoming students have met their Conditions of Admission. This document will first outline the steps, then provide an appendix of alternate actions, and finally will provide some alternative examples of different types of students.

Before beginning, we may have *Slate* and/or *UC Review* open to see the application or get the Student ID#. We may also want to log into *Perceptive Content* to view transcripts.

We must log into [Campus Solutions](#) and navigate to the External Education page to search for a student's record.

Finalization process

On the External Education search page, enter the **Student ID#** and click **Search**.

External Education

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Student ID: begins with

Last Name: begins with

First Name: begins with

Search

Clear

Basic Search

Save Search Criteria

The External Education page for this student displays.

This is the main page we'll be using to complete Finalization.

303

Checklist

Application

All Courses Taken

Scores

Evaluation

Org ID

Org for Cumulative Stats

2016 Fall Enrollment

Organization

Career

Find | View All

First 1 of 2 Last

Academic Terms

Data Number 1

Career Undergrad

Academic Load

Term Type

Dismissed from School:

Term Year 2016

Academic Level Unknown

GPA 0.000

Courses Taken

From Date

To Date

Units 0.00

Comments

Transcript

Action Received

Transcript Date 08/11/2016

Date Received 08/11/2016

Transcript Type Official

Transcript Status Final

Data Source School

Data Medium Hard Copy

Degrees/Proficiencies

Update Degrees from Checklist

Personalize

Find

First 1 of 1 Last

Degree	Description	Degree Status	Degree Date	Data Source
1 IGETC	IGETC	Complete	05/08/2016	School

Links to frequently used pages are at the top.

For example, the **Application** link goes to information about the applicant.

On the main **External Education** page, the **Org ID** drop-list shows all schools the student listed.

Review to ensure it is complete.

Note: **Org for Cumulative Stats** combines data from all the schools to determine cumulative unweighted & weighted GPAs. On this page, verify degrees/breadth completed.

Scroll down to the **Transcript** section and check the **Transcript Status** is **Final**.

At the bottom, is the **Degrees** section that will show either: *IGETC*, *Essential Skills*, *UC Reciprocity* or *Other*. Verify this is complete.

Action	Transcript Date	Date Received	Transcript Type	Transcript Status	Data Source	Data Medium
Received	08/11/2016	08/11/2016	Official	Final	School	Hard Copy

Degree	Description	Degree Status	Degree Date	Data Source
1 IGETC	IGETC	Complete	05/08/2016	School

Checklist

Click the **Checklist** link at the top of the page to go to the Checklist management tabs.

We can doublecheck that all the schools are listed. We can add more by clicking the plus button at the bottom.

Check that the Status shows as **Completed**.

If we make any changes, make sure to click the **Apply** button below to save the changes.

When finished, click the **OK** button to return to the previous page.

Note: To finalize the records, we must have *Complete* statuses in all Checklist items (this will automatically update Checklist Management 1 tab to *Completed*).

Checklist Management 1		Checklist Management 2		
ID:		303		
Checklist Date Time:	04/28/2016 11:24:19AM			
Administrative Function:	Admissions Program	Status:	Completed	
Academic Institution:	UC Berkeley	Status Date:	08/11/2016	
Checklist Code:	Transfer Finalization	Due Date:	07/15/2016	
Checklist Item Table				
*Sequence	*Item	*Status	*Status Date	*Due Date
100	000000 Next Steps	Completed	04/28/2016	07/01/2016
Responsible ID:		Name: Undergraduate Admissions, Office of		
		UCBUGA		
*Sequence	*Item	*Status	*Status Date	*Due Date
200	AIGETC UC IGETC	Completed	08/11/2016	07/15/2016
Responsible ID:		Name: Undergraduate Admissions, Office of		
		UCBUGA		
*Sequence	*Item	*Status	*Status Date	*Due Date
300	ACLUTR CL Trans.	Completed	06/21/2016	07/01/2016
Responsible ID:		Name: Undergraduate Admissions, Office of		
		UCBUGA		
Org ID:	Description: Pasadena City College			
	3030991094			
*Sequence	*Item	*Status	*Status Date	*Due Date
400	AHSCL TRANS	Incomplete	08/11/2016	07/01/2016
Responsible ID:		Name: Undergraduate Admissions, Office of		
		UCBUGA		
Org ID:	Description: Xin Hong Qiao			

OK Cancel Apply

Optional: On the **Checklist Management 1** tab page, use the Comments box to add comments to share with the Colleges.

This is recommended for college liaisons when working with special admit cases.

After adding comments, click the **Apply** button to save them. Then click **OK** to return to the External Ed page.

Back on the **External Education** page, we will select an institution to verify work.

From the **Org ID** drop-down, select a school.

Click **Courses Taken** on the right hand side to verify work from this school against the transcript.

Tip: Do not click the **All Courses Taken** link at the top - that displays courses from all schools. It is only recommended if the student has only attended 1 school.

Checklist Management 1 Checklist Management 2

ID: [Redacted]

Checklist Date Time: 04/28/2016 11:24:19AM

*Administrative Function: **ADMP** Admissions Program

*Academic Institution: **UC Berkeley**

*Checklist Code: **AUTRFN** Transfer Finalization

*Status: **Completed** Status Date: 08/11/2016

Due Date: **07/15/2016**

Due Amount: [Redacted] Currency Code

Comments: **Missing Inter HS records. Not needed for eligibility. 08/11/126 mlz**

OK **Cancel** **Apply**

Checklist Application All Courses Taken Scores Evaluation

Org ID **Pasadena City College** + - 2016 Fall Enrollment

► **Organization**

Checklist Application All Courses Taken Scores Evaluation

Org ID **Pasadena City College** + - 2016 Fall Enrollment

► **Organization**

Career Find | View All First 1 of 1

▼ **Academic Terms**

Data Number	Term Type	Term Year	From Date	Career	Dismissed from School	Academic Level	To Date	Academic Load	GPA	Units	Comments
1	Semester	2016	08/01/2013	Undergrad	<input type="checkbox"/>	Unknown	05/15/2016		0.000	0.00	Courses Taken

The classes are organized by year and semester.

Verify all courses completed, units, grades, course level and term type.

We can add, edit, delete or move class information. See the appendix below for instructions.

Once a transcript is verified as official and final in *Perceptive Content*, – return to **External Education**.

In the **Transcript** section, change **Action** to **Received**. Then change **Transcript Type** to **Official** and **Data Medium** to **Hard Copy** of EDI.

Repeat these steps with each school.

Select All

Deselect All

Add

Delete

Move

Data Source

School

Term(Sem/Qtr)

Fall

Personalize

Find

First

1-4 of 4

	*School Subject	*Course Nbr	*Course Name	Subject Area	*Grading Basis	*Grading Scheme	*Units	*Grade	*Official Grade	*Career	*Data Source	*Course Level	Term Type
<input type="checkbox"/>	1 MUSC	21	Music Appreciation	TRFX	Transfer	Ugrd	3.00	B	TB	Undergra	School	Regular	Seme
<input type="checkbox"/>	2 COLL	1	First Year Seminar	TRFX	Transfer	Ugrd	3.00	A	TA	Undergra	School	Regular	Seme
<input type="checkbox"/>	3 MATH	5A	Calculus	TRFX	Transfer	Ugrd	5.00	A	TA	Undergra	School	Regular	Seme
<input type="checkbox"/>	4 ESL	33A	ESL Reading and Writing - Leve	TRFX	Transfer	Ugrd	4.00	A	TA	Undergra	School	Regular	Seme

2014

Select All

Deselect All

Add

Delete

Move

Data Source

School

Term(Sem/Qtr)

Winter

Personalize

Find

First

1-4 of 4

	*School Subject	*Course Nbr	*Course Name	Subject Area	*Grading Basis	*Grading Scheme	*Units	*Grade	*Official Grade	*Career	*Data Source	*Course Level	Term Type
<input type="checkbox"/>	1 ART	11A	Foundation Drawing	TRFX	Transfer	Ugrd	3.00	A	TA	Undergr	School	Regular	Seme
<input type="checkbox"/>	2 ART	20A	Painting	TRFX	Transfer	Ugrd	3.00	A	TA	Undergr	School	Regular	Seme
<input type="checkbox"/>	3 ESL	33B	ESL Reading and Writing - Leve	TRFX	Transfer	Ugrd	4.00	NP	NP	Undergr	School	Regular	Seme
<input type="checkbox"/>	4 ART	1A	History of Western Art	TRFX	Transfer	Ugrd	3.00	A	TA	Undergr	School	Regular	Seme

Select All

Deselect All

Add

Delete

Move

Data Source

School

Term(Sem/Qtr)

Spring

Personalize

Find

First

1-4 of 4

	*School Subject	*Course Nbr	*Course Name	Subject Area	*Grading Basis	*Grading Scheme	*Units	*Grade	*Official Grade	*Career	*Data Source	*Course Level	Term Type
<input type="checkbox"/>	1 ART	11A	Foundation Drawing	TRFX	Transfer	Ugrd	3.00	A	TA	Undergr	School	Regular	Seme
<input type="checkbox"/>	2 ART	20A	Painting	TRFX	Transfer	Ugrd	3.00	A	TA	Undergr	School	Regular	Seme
<input type="checkbox"/>	3 ESL	33B	ESL Reading and Writing - Leve	TRFX	Transfer	Ugrd	4.00	NP	NP	Undergr	School	Regular	Seme
<input type="checkbox"/>	4 ART	1A	History of Western Art	TRFX	Transfer	Ugrd	3.00	A	TA	Undergr	School	Regular	Seme

[Checklist](#)
[Application](#)
[All Courses Taken](#)
[Scores](#)
[Evaluation](#)

Org ID [+](#) [-](#) **2016 Fall Enrollment**

Organization

Career [Find](#) | [View All](#) First 1 of 1 Last

Academic Terms

Data Number 1 Career Undergrad Academic Load

Term Type Semester Dismissed from School: ☐

Term Year 2016 Academic Level Unknown GPA 0.000 Courses Taken

From Date 08/01/2013 To Date 05/15/2016 Units 0.00 Comments

Transcript

Action	Transcript Date	Date Received	Transcript Type	Transcript Status	Data Source	Data Medium
Received	08/11/2016	08/11/2016	Official	Final	School	Hard Copy

SCORES

To review test scores, click the **Scores** link at the top of the **External Education** page.

[Checklist](#)
[Application](#)
[All Courses Taken](#)
[Scores](#)
[Evaluation](#)

This will take us to the exams the student listed in the application.

If exams are missing, we can add information for record keeping but in order for the student to have access to the information, we must also add it in the Checklist page.

The Test Results page is divided into 2 parts.

The top section provides the test names, scores and dates taken.

The second half provides a detailed list of the exam types, names, scores and dates taken.

Test Results

303 [Redacted]

Find | View All First 1 of 2

*Test ID: ACT ☐ Checklist Item Update

Defaults for Components

Test Date: [B1] Data Source: Acad Level:

Test Components

Personalize | Find | View All [B1] [B2] First 1-4 of 6

*Component	Score	%tile	*Test Date	*Data Source	*Acad Level	Letter Score	Date Loaded	Index	Std Admin
1 COMP	33.00		09/01/2015 [B1]	School	Unknown		06/09/2016 [B1]		<input checked="" type="checkbox"/>

.....

Related Content

Test Scores

UCCS_A_REL_TESTS- RelContent: Test Scores

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (2 kb)

View All First 1-14 of 14 Last

	Test ID	Test Component	Score	Test Dt	ID
1	ACT	COMP: Composite	33.00	09/01/2015	303 [Redacted]
2	ACT	ENGL: English	36.00	09/01/2015	303 [Redacted]

Test Results

303 [Redacted]

Find | View All First 1 of 2

*Test ID: ACT ☐ Checklist Item Update

Defaults for Components

Test Date: [B1] Data Source: Acad Level:

Test Components

Personalize | Find | View All [B1] [B2] First 1-4 of 6

*Component	Score	%tile	*Test Date	*Data Source	*Acad Level	Letter Score	Date Loaded	Index	Std Admin
1 COMP	33.00		09/01/2015 [B1]	School	Unknown		06/09/2016 [B1]		<input checked="" type="checkbox"/>
2 ENGL	36.00		09/01/2015 [B1]	School	Unknown		06/09/2016 [B1]		<input checked="" type="checkbox"/>
3 MATH	27.00		09/01/2015 [B1]	School	Unknown		06/09/2016 [B1]		<input checked="" type="checkbox"/>
4 READ	35.00		09/01/2015 [B1]	School	Unknown		06/09/2016 [B1]		<input checked="" type="checkbox"/>

► Additional Test Data

Related Content

Test Scores

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (2 kb)

View All First 1-14 of 14 Last

	Test ID	Test Component	Score	Test Dt	ID
1	ACT	COMP: Composite	33.00	09/01/2015	303 [Redacted]
2	ACT	ENGL: English	36.00	09/01/2015	303 [Redacted]
3	ACT	MATH: Pre-2016 Math Score	27.00	09/01/2015	303 [Redacted]
4	ACT	READ: Reading	35.00	09/01/2015	303 [Redacted]
5	ACT	SCIRE: Science Reasoning	34.00	09/01/2015	303 [Redacted]
6	ACT	WR: Writing	24.00	09/01/2015	303 [Redacted]
7	AP	AP55: German Language & Culture	5.00	01/01/2012	303 [Redacted]
8	AP	AP93: World History	4.00	01/01/2014	303 [Redacted]
9	AP	AP07: U.S. History	4.00	01/01/2015	303 [Redacted]

Evaluation

When all scores & transcripts have been reviewed, click the **Evaluation** link at the top of the **External Education** page.

Once all courses are verified; the Transcript information is updated, the Checklists are all “Completed”, then click the **Evaluator Rating** tab.

Change the **Eval Status** to **Complete**.

The **Comment** section in this area is for comments that can be shared with OUA staff.

Note: Comments for colleges can be left on the **Checklist Management** page.

Checklist Application All Courses Taken Scores **Evaluation**

Application Evaluation Overall Rating Committee Rating **Evaluator Rating**

ID 303

Academic Career: Undergraduate Application Nbr: 0003

Prog Nbr: 0 Academic Program: Undergrad Letters & Science

Find | View All First 1 of 1 Last

*Evaluation Code: AU_INTLTR Undergrad International Transfer

*Evaluation Nbr: 1

☐ Recalculate Evaluation

Evaluation	Rating
<p>Eval Stat: Complete</p> <p>Eval Dt: 08/11/2016</p>	<p>Committee Rating ID:</p> <p>Overall Rating ID:</p>

Comment: Missing Inter HS records. Not needed for eligibility. 08/11/126 miz

Transfer To: Application Evaluator Ratings Go

OK Cancel Apply

Note: We can also check what the student sees in **CalCentral**, on the **My Academics** page.

We can verify if the transcripts show as “*completed*” to the incoming student.

Appendix: Actions

There are several actions we can take in the External Education page. Below are examples of each.

Adding an Institution

On the External Ed page, click the **Plus** button to add a school.

Use the **Lookup** icon to search for the school.

Use the **Description** field and change the search to **Contains**.

Enter all or part of the school name.

Click the **Lookup** button.

Click the result that matches the correct school.

Click the **OK** button to add the school.

The school displays.

Note: We may need to add a new Checklist as well. See [Adding a New Checklist Item](#).

External Org ID	Description	Organization
3030991926	College Of San Mateo	SCHL
3031064401	Fusion Academy San Mateo	SCHL

Checklist	Application	All Courses Taken	Scores	Evaluation
Org ID	College Of San Mateo			2016 Fall Enrollment
Organizations	Cuesta College			
	Germany			
Career	Mission College Prep Cath Hs			
	Org for Cumulative Stats			
Find View All				

Adding a Class

After selecting a school and clicking **Courses Taken**, review the classes.

If a class is missing, we need to add it.

If the year is not listed, enter the **Year** and click the **Plus** sign.

Once the year is added, click the **Add** link above the appropriate term.

External Org ID 3030999479 Diablo Valley College

Year

2015

Select All Deselect All **Add** Delete Move Data Source School Term(Sem/Qtr)

▼ Winter

Select All Deselect All Add Delete Move Data Source School Term(Sem/Qtr)

▼ Spring

Select All Deselect All Add Delete Move Data Source School Term(Sem/Qtr)

▼ Summer Personalize

	*School Subject	*Course Nbr	*Course Name	Subject Area	*Grading Basis	*Grading Scheme	*Units	*Grade	*Official Grade	*Career
<input type="checkbox"/>	1 ANTHR	140	Biological Anthropology	TRFX	Transfer	Ugrd	3.00	A	TA	Undergr

Fill out the appropriate information. Use the lookup buttons to search if needed.

2015

Select All Deselect All Add Delete Move Data Source School Term(Sem/Qtr)

▼ Winter Personalize Find |

	*School Subject	*Course Nbr	*Course Name	Subject Area	*Grading Basis	*Grading Scheme	*Units	*Grade	*Official Grade	*Career	*Data Source
<input type="checkbox"/>	1 PHILO	130	Critical Thinking: Reasoning	V045	Transfer	Ugrd	3.00	A	TA	Undergr	School

Click the **Apply** button to save the new information.

When finished, click the **OK** button to return to the External Ed page.

2015

Select All Deselect All Add Delete Move Data Source School Term(Sem/Qtr)

▼ Winter Personalize

	*School Subject	*Course Nbr	*Course Name	Subject Area	*Grading Basis	*Grading Scheme	*Units	*Grade	*Official Grade	*Career
<input type="checkbox"/>	1 PHILO	130	Critical Thinking: Reasoning	V045	Transfer	Ugrd	3.00	A	TA	Undergr

Select All Deselect All Add Delete Move Data Source School Term(Sem/Qtr)

▼ Spring

Select All Deselect All Add Delete Move Data Source School Term(Sem/Qtr)

▼ Summer Personalize

	*School Subject	*Course Nbr	*Course Name	Subject Area	*Grading Basis	*Grading Scheme	*Units	*Grade	*Official Grade	*Career
<input type="checkbox"/>	1 ANTHR	140	Biological Anthropology	TRFX	Transfer	Ugrd	3.00	A	TA	Undergr

Select All Deselect All Add Delete Move Data Source School Term(Sem/Qtr)

▼ Fall

OK Cancel Apply

Moving a Class

After selecting a school and clicking the Courses Taken link, we review the classes.

If a class is listed incorrectly, we can move it.

Select the checkbox next to the class and then click **Move**.

As appropriate change the school, the year and/or the term.

Then click **OK**.

Acknowledge the confirmation message by clicking **OK**.

We can see the class is now in the correct term.

2015									
Select All Deselect All Add Delete Move Data Source School Term(Sem/Qtr)									
▼ Winter									
	*School Subject	*Course Nbr	*Course Name	Subject Area	*Grading Basis	*Grading Scheme	*Units	*Grade	
<input checked="" type="checkbox"/>	1	PHILO	130	Critical Thinking: Reasoning	V045	Transfer	Ugrd	3.00	A

Move Courses

External Org ID: Diablo Valley College

Year: 2015 Term: FALL SPR **SUMR** WINT

OK Cancel

2015

Select All Deselect All Add Delete Move Data Source School Term(Sem/Qtr)

► Winter

Select All Deselect All Add Delete Move Data Source School Term(Sem/Qtr)

► Spring

Select All Deselect All Add Delete Move Data Source School Term(Sem/Qtr)

▼ Summer

	*School Subject	*Course Nbr	*Course Name	Subject Area	*Grading Basis	*Grading Scheme	*Units	*Grade	
<input type="checkbox"/>	1	ANTHR	140	Biological Anthropology	TRFX	Transfer	Ugrd	3.00	A
<input type="checkbox"/>	2	PHILO	130	Critical Thinking: Reasoning	V045	Transfer	Ugrd	3.00	A

Message

Successfully moved courses (24000,128)

OK

Select All (mass changes)

After selecting a school and clicking the Courses Taken link, we review the classes.

If we need to make a change that affects all the classes in a term, we can click the **Select All** link. That will check the box next to all the classes.

Select All Deselect All Add Delete Move Data Source School Term(Sem/Qtr)												
Summer												
	*School	Subject	*Course Nbr	*Course Name	Subject Area	*Grading Basis	*Grading Scheme	*Units	*Grade	*Official Grade	*Career	*Data Source
<input checked="" type="checkbox"/>	1	ANTHR	140	Biological Anthropology	TRFX	Transfer	Ugrd	3.00	A	TA	Undergra	Self-Rpt
<input checked="" type="checkbox"/>	2	PHILO	130	Critical Thinking: Reasoning	V045	Transfer	Ugrd	3.00	A	TA	Undergra	Self-Rpt

We can then click other links, such as **Move**, change **Data Source School**, or **Term**.

Clicking **Data Source School** will change the **Data Source** to **School** for all the classes.

Select All Deselect All Add Delete Move Data Source School Term(Sem/Qtr)												
▼ Summer												
	*School Subject	*Course Nbr	*Course Name	Subject Area	*Grading Basis	*Grading Scheme	*Units	*Grade	*Official Grade	*Career	*Data Source	
<input checked="" type="checkbox"/>	1 ANTHR	140	Biological Anthropology	TRFX	Transfer	Ugrd	3.00	A	TA	Undergra	School	
<input checked="" type="checkbox"/>	2 PHILO	130	Critical Thinking: Reasoning	V045	Transfer	Ugrd	3.00	A	TA	Undergra	School	

Clicking the **Term(Sem/Qtr)** link will change the **Term Type**.

If the **Term Type** is listed as **Semester**, it will change to **Quarter**. If it's listed as **Quarter**, it will change to **Semester**.

Select All Deselect All Add Delete Move Data Source School Term(Sem/Qtr)														
▼ Summer														
Personalize Find First 1-2 of 2 Last														
	*School	Subject	*Course Nbr	*Course Name	Subject Area	*Grading Basis	*Grading Scheme	*Units	*Grade	*Official Grade	*Career	*Data Source	*Course Level	Term Type
<input checked="" type="checkbox"/>	1	ANTHR	140	Biological Anthropology	TRFX	Transfer	Ugrd	3.00	A	TA	Undergra	School	Regular	Seme
<input checked="" type="checkbox"/>	2	PHILO	130	Critical Thinking: Reasoning	V045	Transfer	Ugrd	3.00	A	TA	Undergra	School	Lower Dvs	Seme

Transfer & Freshman Examples

UC Intercampus Transfer example: UC work with UC Reciprocity completed.

1. Verify schools attended by checking *Org ID* and the *Checklist* tab UC Review and/or SLATE.
2. Verify completion of Breadth w/ UC Reciprocity by checking *Degrees/Proficiencies* in External Ed tab.
3. Verify units completed via UC Review.

Log in to External Education page in *Campus Solutions* and verify schools attended under checklist tab and degrees earned. Update all statuses to *Completed* once you verify in PC that the transcripts are the final official ones.

*Sequence	*Item		*Status	*Status Date	*Due Date
300	AIBEX	IB Exams	Completed	07/13/2016	07/15/2016
Responsible		UCBUGA	Name: Undergraduate Admissions, Office of		
ID:					
400	ARECI	Reciproc.	Completed	08/15/2016	07/15/2016
Responsible		UCBUGA	Name: Undergraduate Admissions, Office of		
ID:					
500	ACLUTR	CL Trans.	Received	05/31/2017	07/01/2016
Responsible		UCBUGA	Name: Undergraduate Admissions, Office of		
ID:					
Org ID:		3030999661	Description: UC San Diego		
600	AHSCL	TRANS	Received	05/31/2017	07/01/2016
Responsible		UCBUGA	Name: Undergraduate Admissions, Office of		
ID:					
Org ID:			Description: Nist International School		
700	AHSTR	HS Trans	Completed	08/15/2016	07/01/2016
Responsible		UCBUGA	Name: Undergraduate Admissions, Office of		
ID:					
Org ID:		3031569620	Description: Geelong Grammar School		

OK Cancel Apply

Checklist Application All Courses Taken Scores Evaluation

Org ID Org for Cumulative Stats 2016 Fall Enrollment

Organization

Career Find | View All First 1 of 2 Last

Academic Terms

Data Number 1 Career Undergrad Academic Load

Term Type Dismissed from School: GPA 0.000 Courses Taken

Term Year Academic Level Units 0.00 Comments

From Date To Date

Transcript

Action	Transcript Date	Date Received	Transcript Type	Transcript Status	Data Source	Data Medium
Received						

Degrees/Proficiencies

Update Degrees from Checklist

Degree	Description	Degree Status	Degree Date	Data Source
1 RECI	UC Reciprocity	Complete	08/15/2016	School

Make sure to complete all information under Transcript section for all institutions attended.

Click on **Courses Taken** for each institution and compare all coursework and verify information provided. Pay special attention to **Grading Basis** and **Term Type** - the values should be **Trnsf UC** and **Quarter** correspondingly.

Select All Deselect All Add Delete Move Data Source School Term(Sem/Qtr)												
Fall												
*School Subject	*Course Nbr	*Course Name	Subject Area	*Grading Basis	*Grading Scheme	*Units	*Grade	*Official Grade	*Career	*Data Source	*Course Level	Term Type
1 MATH	20B	Calculus for Science and Engin	TRFX	Transfer	Ugrd	4.00	A+	TA	Undergrad	School	Regular	Seme
2 CHEM	6A	General Chemistry I	TRFX	Transfer	Ugrd	4.00	A+	TA	Undergrad	School	Regular	Seme
3 MMW	11	Pre-History and Ancient Founda	TRFX	Transfer	Ugrd	4.00	A+	TA	Undergrad	School	Regular	Seme

To update, click the **Select All** link, then and click **Term(Sem/Qtr)**, this will update the information to all items selected.
NOTE: **Grading Basis** will have to be updated individually.

Select All Deselect All Add Delete Move Data Source School Term(Sem/Qtr)												
Fall												
*School Subject	*Course Nbr	*Course Name	Subject Area	*Grading Basis	*Grading Scheme	*Units	*Grade	*Official Grade	*Career	*Data Source	*Course Level	Term Type
<input checked="" type="checkbox"/> 1 MATH	20B	Calculus for Science and Engin	TRFX	Trnsfr UC	Ugrd	4.00	A+	TA	Undergrad	School	Regular	Quarte
<input checked="" type="checkbox"/> 2 CHEM	6A	General Chemistry I	TRFX	Trnsfr UC	Ugrd	4.00	A+	TA	Undergrad	School	Regular	Quarte
<input checked="" type="checkbox"/> 3 MMW	11	Pre-History and Ancient Founda	TRFX	Trnsfr UC	Ugrd	4.00	A+	TA	Undergrad	School	Regular	Quarte

Once all courses are verified, click the **Evaluator Rating** link. Set the **Eval Status** to **Complete**.

Application Evaluation
Overall Rating
Committee Rating
Evaluator Rating

ID 303

Academic Career: Undergraduate
Application Nbr: 0003

Prog Nbr: 0
Academic Program: Undergrad Letters & Science

Find View All First 1 of 1 Last

*Evaluation Code: AU_INTLTR Underg International Transfer

*Evaluation Nbr: 1

Recalculate Evaluation

Evaluation	Rating
Eval Stat: Complete	Committee Rating ID:
Eval Dt: 08/11/2016	Overall Rating ID:

Freshman example: Regular HS transcript with College work completed and AP exams submitted.

1. Verify schools attended by checking Org ID.
2. Verify degrees completed by selecting HS record.

Checklist Application All Courses Taken Scores Evaluation

Org ID: Mission College Prep Cath Hs 2016 Fall Enrollment

Organization

Career Find | View All First 1 of 1 Last

Academic Terms

Data Number 1 Career Undergrad Academic Load

Term Type Semester Dismissed from School: Academic Level Unknown GPA 0.000 Courses Taken

Term Year 2016 Academic Level Unknown GPA 0.000 Courses Taken

From Date 08/01/2012 To Date 06/15/2016 Units 0.00 Comments

Transcript

Action Transcript Date Date Received Transcript Type Transcript Status Data Source Data Medium

Received 08/12/2016 08/12/2016 Official Final School Hard Copy

Degrees/Proficiencies

Update Degrees from Checklist

Personalize Find 1 of 1 Last

Degree	Description	Degree Status	Degree Date	Data Source
1 HS	High School	Complete	06/15/2016	School

Select **OrgID/Institution** and click **Courses Taken**.

Note: Since the courses are limited we can use **All Courses Taken** link at the top of the page.

Select All Deselect All Delete Data Source School Term(Sem/Qtr)

Personalize Find | View All 1-3 of 3

	Year	Term	*External Org ID	*School Subject	*Course Nbr	*Course Name	Subject Area	*Grading Basis	*Grading Scheme	Units	*Grade	Official Grade	*Career	*Data Source	*Course Level	Term Type
1	2014	SUM	Cuesta College	MATH	242	Precalculus Alg	TRFX	Trans	UGD	5.00	A	TA	Undergrad	School	Regular	Sen
2	2015	FALL	Cuesta College	ECON	201A	Principles of Ma	TRFX	Trans	UGD	3.00	A	TA	Undergrad	School	Regular	Sen
3	2016	SPR	Cuesta College	EMS	201	Emerg Med Tec	TRFX	Trans	UGD	8.50	PL	PL	Undergrad	Self-Rpt	Regular	Sen

OK Cancel Apply

Verify work in Perceptive Concept. (PC) Noticed that EMS 201 was not listed in the transcript therefore, we leave the grade PL and Data Source as Self-Reported. Never delete any information.

INSTITUTION CREDIT:

Summer 2014

MATH 242	Precalculus Algebra	5.00	A	20.00
CSU: B4; IGETC: 2A				
Ehrs: 5.00	GPA-Hrs: 5.00	Qpts: 20.00	GPA: 4.00	

Fall 2015

ECON 201A	Prin of Macroeconomics	3.00	A	12.00
CSU: D2; IGETC: 4B				
Ehrs: 3.00	GPA-Hrs: 3.00	Qpts: 12.00	GPA: 4.00	

***** TRANSCRIPT TOTALS *****

	Earned Hrs	GPA Hrs	Points	GPA
TOTAL INSTITUTION	8.00	8.00	32.00	4.00

***** END OF TRANSCRIPT *****

Once we verify all course against PC we can check on AP scores by selecting the **Scores** link at the top of the page. This will take us to Exams the student listed in the application. If exams are missing, we can add information for record keeping but in order for the student to have access to the information, we must also add it in the Checklist page.

The first part of the Exams page provides the test names, scores and dates taken.

Tests Find | View All First 1 of 2 Last

*Test ID: ACT Checklist Item Update

Defaults for Components

Test Date: Data Source: Acad Level:

Test Components Personalize | Find | View All First 1-4 of 6 Last

*Component	Score	%tile	*Test Date	*Data Source	*Acad Level	Letter Score	Date Loaded	Index	Std Admin
1 COMP	33.00		09/01/2015	School	Unknown		06/09/2016		<input checked="" type="checkbox"/>
2 ENGL	36.00		09/01/2015	School	Unknown		06/09/2016		<input checked="" type="checkbox"/>
3 MATH	27.00		09/01/2015	School	Unknown		06/09/2016		<input checked="" type="checkbox"/>
4 READ	35.00		09/01/2015	School	Unknown		06/09/2016		<input checked="" type="checkbox"/>

Additional Test Data

The second part provides a detail list of the exam types, names, scores and dates taken.

	Test ID	Test Component	Score	
1	ACT	COMP: Composite	33.00	09/01/2015
2	ACT	ENGL: English	36.00	09/01/2015
3	ACT	MATH: Pre-2016 Math Score	27.00	09/01/2015
4	ACT	READ: Reading	35.00	09/01/2015

Once we verify HS date of graduation, final test scores and official final college transcript, we'll click the **Evaluator Rating** link to complete the file. We will change the **Eval Status** to **Complete**, add the date, and any optional comments.

Academic Career: Undergraduate Application Nbr: 000

Prog Nbr: 0 Academic Program: Undergrad Letters & Science

Find | View All First 1 of 1 Last

*Evaluation Code: AU_INTLFR Undergrad International Freshman

*Evaluation Nbr: 1 Recalculate Evaluation

Evaluation

Eval Stat: Complete

Eval Dt: 08/12/2016

Rating

Committee Rating ID:

Overall Rating ID:

Comment:

Transfer To: Application Evaluator Ratings Go

OK Cancel Apply

Transfer example: Transfer with IGETC and an international high school

1. View **Org IDs** to check schools. Check “*Org for Cumulative Stats*” to verify IGETC is complete.
2. Click **Courses Taken** and compare transcripts in *Perceptive Content* against self-reported classes.

Org ID: Org for Cumulative Stats 2016 Fall Enrollment

Organization

Career: Find | View All First 1 of 2 Last

Academic Terms

Data Number: 1 Career: Undergrad Academic Load: GPA: 0.000 Courses Taken: Comments: Units: 0.00

Term Type: Dismissed from School: Academic Level: Unknown

Term Year: 2016 From Date: To Date: GPA: 0.000 Courses Taken: Comments: Units: 0.00

Transcript

Action: Received Transcript Date: 08/03/2016 Date Received: 08/03/2016 Transcript Type: Official Transcript Status: Final Data Source: School Data Medium: Hard Copy

Degrees/Proficiencies

Update Degrees from Checklist

Personalize | Find | First 1 of 1 Last

Degree	Description	Degree Status	Degree Date	Data Source
1 IGETC	Intersegmental General Ed	Complete	06/30/2016	School

Review community college transcript against the self-reported data for the school.

2015

Select All Deselect All Add Delete Move Data Source School Term(Sem/Qtr)

Winter

Select All Deselect All Add Delete Move Data Source School Term(Sem/Qtr)

Spring

Personalize | Find | First 1-5 of 5 L

	*School Subject	*Course Nbr	*Course Name	Subject Area	*Grading Basis	*Grading Scheme	*Units	*Grade	*Official Grade	*Career	*Data Source	*Course Level	Term Type
<input type="checkbox"/>	1 ENGL	116	College Reading Development	TRFX	Transfer	Ugrd	3.00	A	TA	Undergr	School	Regular	Seme
<input type="checkbox"/>	2 JRNAL	110	Mass Media of Communication	TRFX	Transfer	Ugrd	3.00	A	TA	Undergr	School	Regular	Seme
<input type="checkbox"/>	3 SPAN	121	Second Term Spanish	TRFX	Transfer	Ugrd	5.00	A	TA	Undergr	School	Regular	Seme
<input type="checkbox"/>	4 ENGL	118	College Writing Development	TRFX	Transfer	Ugrd	3.00	B	TB	Undergr	School	Regular	Seme
<input type="checkbox"/>	5 MATH	142	Elementary Statistics with Pro	TRFX	Transfer	Ugrd	4.00	A	TA	Undergr	School	Regular	Seme

Select All Deselect All Add Delete Move Data Source School Term(Sem/Qtr)

Summer

Personalize | Find | First 1-4 of 4 L

	*School Subject	*Course Nbr	*Course Name	Subject Area	*Grading Basis	*Grading Scheme	*Units	*Grade	*Official Grade	*Career	*Data Source	*Course Level	Term Type
<input type="checkbox"/>	1 ENGL	122	Freshman English: Composition	TRFX	Transfer	Ugrd	3.00	A	TA	Undergr	School	Regular	Seme
<input type="checkbox"/>	2 MUSIC	110	Music Appreciation	TRFX	Transfer	Ugrd	3.00	A	TA	Undergr	School	Regular	Seme
<input type="checkbox"/>	3 BIOSC	102	Fundamentals of Biological Sci	TRFX	Transfer	Ugrd	4.00	PS	TP	Undergr	School	Regular	Seme
<input type="checkbox"/>	4 BIOSC	102	Fund of Biological Scien	V019	Transfer	Ugrd	4.00	P	TP	Undergr	School	Regular	Seme

Select All Deselect All Add Delete Move Data Source School Term(Sem/Qtr)

Fall

Personalize | Find | First 1-7 of 7 L

	*School Subject	*Course Nbr	*Course Name	Subject Area	*Grading Basis	*Grading Scheme	*Units	*Grade	*Official Grade	*Career	*Data Source	*Course Level	Term Type
<input type="checkbox"/>	1 ECON	220	Principles of Macroeconomics	TRFX	Transfer	Ugrd	3.00	A	TA	Undergr	School	Regular	Seme